



POSITION ANNOUNCEMENT
Maintenance Assistant
(Non-Classified Position / Full-Time / De Queen)

The Maintenance Assistant performs grounds maintenance and general labor activities to support campus operations and maintain a safe, functional, and attractive environment. Responsibilities include landscaping, equipment operation and maintenance, facility support, and assisting with special events and campus projects. This position is governed by state and federal laws and institutional policy.

Primary Responsibilities

- Perform ground maintenance activities including mowing, edging, trimming, weeding, planting trees, and sodding lawns
- Collect and remove trash and maintain campus appearance
- Operate and maintain light- to medium-duty lawn and grounds equipment
- Assist with setup and work orders for special events and campus exhibits
- Inspect tools and equipment and perform minor equipment and vehicle maintenance and repairs
- Maintain equipment through routine servicing such as fueling, oil changes, blade sharpening, tune-ups, cleaning, and preventative maintenance
- Assist with minor electrical work, building remodeling projects, and carpentry-related tasks
- Support general maintenance operations and perform other duties as assigned

Minimum Qualifications

- Sufficient education or training to read and write effectively
- Two (2) years of experience and/or on-the-job training in groundskeeping activities and/or maintenance of lawn-care equipment
- Knowledge of maintenance methods and practices across skilled and general labor trades
- Ability to operate and perform routine maintenance on groundskeeping tools and equipment
- Ability to organize, receive, and coordinate work activities

Working Conditions / Physical Requirements

- Ability to operate, lift, and carry lawn and maintenance equipment and other cumbersome items
- Ability to work outdoors and perform duties in varying weather conditions
- Ability to perform physical labor and routine maintenance tasks safely and effectively
- Occasional evening and weekend work may be required to support campus events and operational needs

Annual Compensation:

\$25,500 annually, plus an excellent benefits package that includes health, dental, and life insurance; short- and long-term disability insurance; a retirement plan with employer matching; paid vacation and sick leave; and educational assistance for employees and their dependents.

Deadline for Application Submissions:

Tuesday, July 14, 2026

For External Applicants to Apply:

Visit www.cccua.edu, click **About**, select **Employment Opportunities**, then click **View Available Jobs – External Applicants**. Locate **Job Requisition R0087788**, click the blue **Apply** link at the top of the posting, and follow the application process.

For Internal Applicants to Apply:

Log in to **Workday**, search **Find Jobs**, after submitting your application, select **My Applications** to view your application status.

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

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*Persons must have proof of legal authority to work in the United States on the first day of employment.

*Application information is subject to public disclosure under the Arkansas Freedom of Information Act.